



# DEPARTMENT OF THE NAVY

COMMANDING OFFICER  
NAVAL AIR STATION  
700 AVENGER AVENUE  
LEMOORE, CALIFORNIA 93246-5001

NASLEMINST 1611.1N

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18 MAR 1996

## NAS LEMOORE INSTRUCTION 1611.1N

From: Commanding Officer, Naval Air Station, Lemoore

Subj: FITNESS REPORT AND COUNSELING RECORD REPORTS FOR OFFICERS

Ref: (a) BUPERINST 1616.10

1. Purpose. To establish policies and procedures for the preparation and submission of officer fitness reports per reference (a).
2. Cancellation. NASLEMINST 1611.1M
3. Discussion. Fitness reports are the primary basis for selecting officers for promotion and assignment to duty. Realistic and objective evaluations of individual officers are essential to the accomplishment of these tasks.
4. Regular Periodic Reports (annual performance report).

<u>Rank</u>	<u>Due to CO Office</u>	<u>End of Reporting Period</u>	<u>Mid-Term Counseling</u>
CAPT	30 JUN	31 JUL	JAN
CDR	31 JUL	31 AUG	FEB
LCDR	30 SEP	30 OCT	APR
LT	31 DEC	31 JAN	JUL
LTJG	31 JAN 31 JUL	28/29 FEB 31 AUG	MAY NOV
ENS	30 APR 31 OCT	31 MAY 30 NOV	AUG FEB
CWO4/3	30 APR	31 MAR	SEP
CWO2/1	28 FEB 31 AUG	31 MAR 30 SEP	JUN DEC

5. Performance Counseling. Performance counseling must be provided at the mid-point of the periodic report cycle and when the report is signed. The FITREP (NAVPERS 1610/2 (7-95)) is used as counseling worksheet.

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6. Performance Report Submission. Department heads will forward roughs (including officer input) to the Commanding Officer's Office. Performance reports will be prepared using the current command authorized version of the Evaluation software program and submitted via diskette.

7. Forms. NAVPERS 1610/2 (7-95), Fitness Report and Counseling Record (FITREP), is available through the Navy supply system.

  
G. C. WOOLDRIDGE

Distribution: (NASLEMINST 5215.2U)  
Lists B and C